



17 April 2023

Dear Parent/Carer,

As the Year 10 work experience is now **only 3 weeks away**, I would like to take this opportunity to provide some important information to support students when they attend their work experience placements from **Tuesday 9th to Friday 12th May 2023**.

Please see below some important reminders:

- Students should contact their placement **one week before work experience begins**, to confirm their working hours and any other necessary information.
- Students need to **dress appropriately** for their work placement and **arrive on time**.
- **Attendance is compulsory**. Therefore, if a student is going to be **absent from their placement**, due to illness or a medical appointment, either they or parent/carer **must contact the employer and the school** to notify us. Any unauthorised absences will be recorded in the same way as if missing a day of school.
- Students will be acting as ambassadors for the academy while at their placements, so need to **ensure that their behaviour is at the expected standard**.
- Any **students who are not completing** a work experience placement will be **required to attend school as usual** and will complete a combination of GCSE revision activities and virtual work experience activities.

Safeguarding our students remains our top priority during events such as work experience. Therefore, as you are already aware, we are working in partnership with Changing Education to ensure that the relevant Risk Assessments and Health & Safety checks have been conducted for all placements. In addition to this, all students participating in work experience have submitted a signed parent / carer consent form and will receive at least one welfare phone call from a school member of staff during their placement to check in on their wellbeing and progress.

However, if parents / students have any concerns during the work experience week, they can contact a member of the Careers Teams as follows:

Mrs Hissey – 01708 630002 ext.3127 – phissey@elatschools.co.uk

Mrs Philpot – 01708 630002 ext.3149 – mphilpot@elatschools.co.uk

Kirsten Witchalls – kwitchalls@elatschools.co.uk

For work experience concerns outside of normal school hours, parents / students can contact the Careers Team on 07809 737550. *Please note, this contact number is for emergencies only.*

We hope that our students enjoy their time at their work placements - this is a great opportunity for them to develop transferrable employability skills.

Yours faithfully,

Mrs M Philpot

Assistant Principal – Careers Lead

